



## FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

### OFFICE TECHNICIAN (TYPING)

<b>SALARY RANGE</b>	<b>\$2809 - \$3515</b>
<b>TENURE/TIME BASE</b>	<b>Limited Term/Full Time (12 Months)</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Fiscal Services</b>
<b>FINAL FILING DATE</b>	<b>August 28, 2015</b>

**DESCRIPTION OF DUTIES:** Performs all accounts payable functions. Batch various accounts payable documents to headquarters. Resolve problems related to vendor payments. Assist in procurement desk. Process all typed purchase orders, distribute copies of purchase orders to appropriate departments and maintain vendor data records. In charge of the Revolving Fund advances for travel, tuition and registration. Prepare and process the uniform allowances, call back mileage, and overtime meals payments. Implement the CALSTERS system to process claim according to the policy & procedures and SCO established guidelines. Maintain and reconcile the travel/training expenditures with the monthly CALSTARS reports (D02, H01, and G01). Candidate must have the ability to type at least 40 n.w.p.m.

**TYPING CERTIFICATE MUST BE ATTACHED WITH THE APPLICATION.**

**WHO MAY APPLY:** Candidates with list, transfer or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

**Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website [www.spb.ca.gov](http://www.spb.ca.gov). **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

**IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.**

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.